

Employment Application for Short Term Worker

Employment Opportunity

The Michigan Department of State is accepting applications for temporary Short Term Worker positions located in Department of State branch offices throughout the state. Work schedules are intermittent and hours vary day-to-day.

Short Term Worker positions can open the door to career opportunities which may offer more permanent employment, higher wages, and a good benefits package.

Duties

Persons in these positions provide service to the public by licensing drivers and titling and registering motor vehicles. Employees are expected to collect fees, efficiently operate calculators, computer terminals, digital cameras and vision screening equipment, and perform other routine office tasks, as assigned.

Requirements

- ❖ High School Diploma or GED
- ❖ Possession of a valid Michigan driver license
- ❖ Personal transportation available
- ❖ Proof of keyboarding ability

To Apply

Send the [Employment Application for Short Term Worker](#) to the Region Office associated with the branch offices you are willing to work. Be sure to list the branch office codes for the offices where you are willing to work in the appropriate space on the application form.

If you are interested in working in branch offices in more than one region, you must submit an application to each region. Applicants will be contacted when vacancies occur. The majority of our Short Term Worker positions are filled during the spring and summer.

If you have a physical or mental disability as defined by the Americans with Disabilities Act (ADA) and require assistance to complete an application, a reasonable accommodation can be provided. Please contact the Region Office for assistance.

Inquiries may be directed to the Region Offices listed on the reverse side of this page.



**To apply for a job as a Short Term Worker with the Michigan Department of State,
send your application to the Region Office listed with the offices where you are interested in working.**

| REGION 1 – 27165 Cherry Hill Road, Inkster, MI 48141-1204 Phone: 313/724-8541 for branch offices in: | | | | |
|---|------------------|-------------------|---------------|---------------|
| 141 Allen Park | 133 Detroit | 140 Highland Park | 105 Southgate | 106 Wyandotte |
| 144 Dearborn | 151 Hamtramck | 101 Inkster | 125 Taylor | |
| 117 Dearborn Heights | 155 Harper Woods | 119 Livonia | 110 Trenton | |

| REGION 2 – P.O. Box 30640-8140, Lansing, MI 48909-8140 Phone: 517/335-6569 for branch offices in: | | | | |
|--|------------------|-------------|----------------|---------------|
| 100 Adrian | 128 Canton | 220 Jackson | 115 Monroe | 113 Ypsilanti |
| 219 Albion | 112 Chelsea | 225 Lansing | 103 Romulus | |
| 109 Ann Arbor | 228 East Lansing | 229 Mason | 116 Temperence | |
| 111 Belleville | 224 Hillsdale | 114 Milan | 122 Wayne | |
| 236 Brighton | 230 Howell | 129 Milford | 118 Westland | |

| REGION 3 – 3472 Plainfield NE, Grand Rapids, MI 49505-2719 Phone: 616/363-6664 for branch offices in: | | | | |
|--|------------------|-----------------|-----------------|------------------|
| 258 Allegan | 206 Dowagiac | 255 Hudsonville | 203 Paw Paw | 205 Sturgis |
| 216 Battle Creek | 261 Grand Rapids | 200 Kalamazoo | 202 Portage | 210 Three Oaks |
| 209 Benton Harbor | 259 Hastings | 218 Marshall | 260 South Haven | 217 Three Rivers |
| 223 Coldwater | 256 Holland | 207 Niles | 208 St. Joseph | 273 Wyoming |

| REGION 4 – 34206 Van Dyke, Sterling Heights, MI 48312-4647 Phone: 586/264-2027 for branch offices in: | | | | |
|--|-----------------|---------------------|----------------------|---------------------|
| 171 Chesterfield | 132 Ferndale | 168 Rochester Hills | 164 Shelby Lakeside | 175 Troy |
| 189 Clarkston | 167 Mt. Clemens | 170 Romeo | 143 Southfield | 158 Warren |
| 166 Clinton Twp. | 142 Oak Park | 160 Roseville | 156 St. Clair Shores | 182 Waterford |
| 130 Farmington Hills | 181 Pontiac | 172 Royal Oak | 169 Sterling Heights | 131 West Bloomfield |

| REGION 5 – 5512 Fenton Road, Flint, MI 48508-4031 Phone: 810/234-3786 for branch offices in: | | | | |
|---|-----------------|-----------------|----------------|-----------------|
| 275 Bad Axe | 186 Fenton | 173 Marine City | 163 Port Huron | 286 St. Charles |
| 293 Caro | 188 Flint | 294 Marlette | 165 Richmond | 292 Vassar |
| 277 Croswell | 295 Frankenmuth | 187 Mt. Morris | 279 Saginaw NW | |
| 185 Davison | 176 Lapeer | 290 Owosso | 291 Sandusky | |

| REGION 6 – 1574 N. Mitchell, Cadillac, MI 49601-1131 Phone: 231/775-6438 for branch offices in: | | | | |
|--|-----------------|------------------|---------------|---------------|
| 237 Alma | 302 Fremont | 337 Lake City | 244 Muskegon | 246 Stanton |
| 332 Baldwin | 257 Grand Haven | 338 Ludington | 335 Reed City | 253 Whitehall |
| 301 Big Rapids | 239 Greenville | 339 Manistee | 308 Remus | |
| 334 Cadillac | 342 Hart | 254 Midland | 247 Sparta | |
| 331 Clare | 268 Ionia | 243 Mt. Pleasant | 270 St. Johns | |

| REGION 7 – 829 West Main, Gaylord, MI 49735-1901 Phone: 989/732-5106 for branch offices in: | | | | |
|--|----------------|-----------------|-----------------|-------------------|
| 364 Alpena | 367 Charlevoix | 350 Grayling | 358 Prudenville | 341 Traverse City |
| 365 Atlanta | 368 Cheboygan | 351 Harrisville | 372 Rogers City | 357 West Branch |
| 296 Bay City | 356 East Tawas | 336 Kalkaska | 354 Roscommon | |
| 310 Bellaire | 369 Gaylord | 363 Mio | 355 Standish | |
| 333 Beulah | 349 Gladwin | 371 Petoskey | 340 Suttons Bay | |

| REGION 8 – 1301 O'Dovero Road, Marquette, MI 49855-4924 Phone: 906/228-7511 for branch offices in: | | | | |
|---|-------------------|----------------|---------------|----------------------|
| 380 Bessemer | 383 Iron Mountain | 385 L'Anse | 388 Menominee | 379 Newberry |
| 381 Escanaba | 384 Iron River | 386 Manistique | 392 Mohawk | 391 Ontonagon |
| 382 Houghton | 390 Ishpeming | 387 Marquette | 389 Munising | 374 Sault Ste. Marie |
| | | | | 373 St. Ignace |